



# Gilbert Special Events Vendor Interest Application

Friday, March 25 | 4:00 PM – 9:00 PM  
Saturday, March 26 | 9:00 AM – 4:00 PM

The Gilbert Special Events staff will review all applicants based on booth presentation, appropriateness to theme of the event, prior participation at Gilbert events, and product offering/pricing.

## About You and Your Organization

*All event documents will be sent to the person and address listed on the application, so please help us out by being accurate and clear!*

Name of Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

General description of product and price range:

\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Best way to contact you? ☐ Email ☐ Phone

I, (print your name) \_\_\_\_\_ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).

Signature: \_\_\_\_\_ Date \_\_\_\_\_ Print Name: \_\_\_\_\_

# VENDOR FEES

## DO NOT SEND VENDOR FEES UNTIL APPLICATION HAS BEEN APPROVED

- Vendors will be notified within 3 days of receipt of application if accepted.
- Booth space only. No canopies, tables, chairs provided.
- The submission of an application does not guarantee acceptance.
- All accepted retail/food vendor applicants are required to submit a Gilbert Business License and COI.
- Vendors must commit to both days of the event.

**RELIGIONS OF THE WORLD:** ☐ \$25.00 (Churches only)

### RETAIL & INFORMATIONAL VENDORS:

- ☐ **Informational:** 10X10 Booth Space \$75.00  
☐ **Retail:** 10X10 Booth Space \$100.00

### FOOD VENDORS:

- ☐ **Booth Vendor:** 10X10 Space \$125.00  
☐ **Food Truck:** \$175.00

Truck/Trailer Dimensions (Space required): \_\_\_\_\_

Serving window side: ☐ Driver Side ☐ Passenger Side

\*FEES ARE NON-REFUNDABLE

# APPLICATION CHECKLIST

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered):

- ☐ Completed Application
- ☐ Space requirements/ footprint diagram with measurements
- ☐ Description of product/menu and price list.
- ☐ Booth Photo

### RETURN APPLICATION TO:

**Mail:** Gilbert Parks and Recreation Department/Special Events  
90 E. Civic Center Drive, Gilbert AZ 85296  
**Fax:** (480) 340-3195 **Email:** [Jordin.sanchez@gilbertaz.gov](mailto:Jordin.sanchez@gilbertaz.gov)